

# How to fill out PD-7 — Plate Surrender Application

Three boxes, no fee, and the single most important thing a New York seller does after signing the certificate. It is how a set of plates stops being yours - and until it happens, the registration record, the insurance requirement and any ticket the plate collects are all still in your name.

**This sheet is not the form.** Download the blank PD-7 from the New York State Department of Motor Vehicles at <https://dmv.ny.gov/forms/pd7.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

## Every line, in the order you meet it

|   |     |                              |                                                                                                                                                                                                                                                                                            |
|---|-----|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | YOU | Licence plate number         | The number as it reads on the plate, in the first box. <b>Watch out:</b> Only active plates. If you replaced a damaged or peeling plate at some point, the old one is not active and the DMV does not want it back - mark it with a permanent marker and dispose of it.                    |
| 2 | YOU | Plate class                  | The three-letter code printed above the plate number on the registration document. <b>Watch out:</b> It is on the registration, not the plate. An ordinary car is usually PAS; a pick-up used commercially may be COM, and that is the sort of detail worth checking rather than assuming. |
| 3 | YOU | First three of the last name | The first three letters of the last name, or the company name, as the registration document has it. <b>Watch out:</b> As the registration has it, not as you would write it. This is how the DMV matches a plate arriving in an envelope to the right record.                              |

**What gets this one rejected**

- Plates with frames or fasteners still attached. The DMV will not accept them that way.
- A payment enclosed. There is no fee to surrender plates by post and the form says not to include any.
- One application for two sets of plates. Complete a separate one for each set.
- Posting them to an old address on the record. Change your address first, because the receipt goes to the address on file rather than the one on the envelope.
- Handing your plates to somebody else to keep. The DMV's instruction is not to give them to another person unless that person will surrender them for you - and to make sure they give you the receipt.

☒ Amber is what you write    ☐ Grey is a block somebody else completes    The completed example follows overleaf.



# Department of Motor Vehicles

## PLATE SURRENDER APPLICATION

6 EMPIRE STATE PLAZA, ROOM B240  
ALBANY NY 12228

Use this form to surrender your **ACTIVE New York State license plate(s)**. If you replaced your plate with a new plate, your old plate is not active. Do **not** surrender the old plate. Mark your old plate(s) with a permanent marker to protect against fraudulent use, then recycle or discard the old plate(s) according to local guidelines.

### INSTRUCTIONS FOR SURRENDERING ACTIVE LICENSE PLATES:

1. If you have a new address, visit [dmv.ny.gov/address-change](https://dmv.ny.gov/address-change) and update your mailing address **before** you mail your plate(s).
2. Complete a separate application for each set of plates that you are surrendering.
3. There is **no fee** to surrender plates to the address shown above. Do **not** include any payment.
4. Mail your application and plate(s) to:  
NYS Department of Motor Vehicles  
6 Empire State Plaza, Room B240  
Albany, NY 12228

1

License Plate Number:

**JHR-4820**

2

Plate Class:

**P**

**A**

**S**

*(The 3 letter code above the plate number on the registration document. Example: PAS; COM; TRL; MOT)*

3

First 3 of Last Name:

**HAV**

*(The first three letters of the last name or the company name on the registration document)*

#### OFFICE USE ONLY

☐

1

OR

☐

2

When DMV receives your plate(s), DMV will process your plate surrender transaction and mail a receipt (form FS-6T) to the address on file. If you are owed a refund, the NYS Office of the State Comptroller will mail your check.